

Requests for Final Readings for Property Transfers

As the agent handling the property transfer, it is your responsibility to notify this office of all property transfers for which we provide service. Requests for final bills must be made in writing using the Property Transfer Request form, which can be printed from our website.

Time to Process

This office requires 10 working days notice to process a final reading. We make every effort to accommodate your requests, however, we reserve the right to process final read requests according to the workload experienced by our office. Our office will obtain a final meter reading as close to the date that is provided to this office as the settlement date or the date that we receive the request, whichever is later. The date of the meter reading will be used to transfer financial responsibility for this account from the existing owner to the new owner. Therefore, it is crucial that we are notified 10 days in advance to assure an accurate date of transfer.

In addition to the actual water and sewer charges for the bill period, there will be an establish/transfer account fee in the amount of \$20.00 and an out of sequence meter reading fee in the amount of \$35.00 that will be added to the final bill for each transfer. The Office of Accounting and Finance Support will not prorate these charges between the two parties; this is your responsibility.

It is also your responsibility to notify this office of any changes in the settlement (transfer) date in order to update the transfer date (the date of financial responsibility) in our system. Each time the transfer date is updated:

- The account will require a new reading to be taken
- An additional service charge of \$35.00 will be levied for this out of sequence meter reading
- If the Division of Utilities and Solid Waste Management (DUSWM) is notified of a change in transfer/settlement date **on or after** the originally scheduled transfer/settlement date, an additional service charge of \$20 will be levied on the account
- An adjusted bill will be created and payable in full before the deed can be recorded

We are not responsible for discrepancies concerning this date. Any inquiries as to the date of transfer will be directed to your office.

Information Needed to Process

This office requires the following information to process a final reading.

- Seller Name(s) and Forwarding Address
- Buyer Name(s) and Billing Address (After Settlement)
- Date of Transfer
- Account # (Tax ID #)
- Subdivision Name
- Lot #
- Address
- Attorney, Settlement Company or Title Company Contact Person
- Phone Number
- Fax Number

On our website, you will find a form which can be used to request the final read via fax or you may call our office to have the form faxed to you. Phone requests for final readings will not be accepted. Any missing information on the Property Transfer Request form will delay the processing of the final reading and may result in a slow down in our ability to return the final reading and bill amount to your company.

Changes to this procedure may occur as the capability of the new billing system comes on line.

In order to record a deed for any account that is served water and/or sewer by the DUSWM of Frederick County Maryland, the deed must be presented to our office located at:

Office of Accounting and Finance Support
4520 Metropolitan Court
Frederick, MD 21704

Hours of Operation: Monday through Friday 8:00 a.m. to 4:00 p.m.

This office will make any billing adjustments that are necessary for the account, verify that all invoices are posted to the account through the date of transfer and stamp the paperwork with an approval stamp. Payment must be made at this office before proceeding to the Treasurer's Office.

Untimely Requests for Final Readings or Recordation of Deeds

For the purpose of transferring the financial responsibility from the existing owner to the new owner, **this office will use either the transfer date provided by you, the agent, or the date this office receives the request, whichever is later.** Therefore, it is very important that this office be notified of the transfer in a timely manner. **We are not responsible for discrepancies concerning this date. Any inquiries as to the date of transfer will be directed to your office.**

If you have any questions pertaining to any of the information above, please contact Dawn Bridge, Billing Supervisor, at 301-600-1025.